

6. Standard Operating Procedures (SOPs)

6.1 Assessment of current local, regional, and state operating procedures.

Current Procedures

The State of Montana's Mutual Aid Handbook was originally written in 1990 and last revised in June 2005. It is NIMS-compliant and will continue to be NIMS-compliant in the future. It forms the baseline for today's interoperability procedures across the state, and will be revised into the new SOPs as regions and agencies become a part of the new system.³

Many public safety agencies in the state of Montana have their own internal SOPs. Lewis & Clark County, being the only entity that has thus far brought up their new system, has created a new SOP. These will be used as a baseline for other counties and tribes as their agencies are brought onto the new system. At a high level, its contents include:

1. Summary Of Current Business Practices
2. Summary Of User Groups' Business Practices
 - 2.1 Lewis & Clark County Sheriff
 - 2.2 City of Helena Police
 - 2.3 City of Helena Fire Department
 - 2.4 East Helena Fire
 - 2.5 Rural Fire
 - 2.6 City and County Public Works
 - 2.7 Ambulance
 - 2.8 Montana Highway Patrol
 - 2.9 Dispatch
3. Business Practices Recommendations for the New Radio System
 - 3.1 Overview
 - 3.2 Terminology and Abbreviations
 - 3.3 Trunked System Direct Impact on Operation Functionality
 - 3.4 Hierarchy for Establishment and Elevation of Incidents and System Resources
 - 3.5 Circumstances In Which Radio Traffic May Leave the Trunked System for a Conventional Resource
 - 3.6 Airtime Usage and System Busies
 - 3.7 System Problem Reporting

³ The full State of Montana Mutual Aid And Common Frequencies Manual can be found on the Montana Public Safety Services Bureau's website at <http://pssb.mt.gov/>.



4. New System Communications Hierarchy and Protocols For:

- 4.1 Lewis & Clark County Sheriff
- 4.2 City of Helena Police Department
- 4.3 City of Helena Police Department
- 4.4 City of Helena Fire Department
- 4.5 East Helena Police Department
- 4.6 East Helena Fire Department
- 4.7 Rural Fire Departments
- 4.8 City & County Public Works
- 4.9 All EMS Ambulance Services
- 4.10 Montana Highway Patrol
- 4.11 Dispatch Operations

Please see Appendix E for the 2005 Montana Mutual Aid Frequencies Handout.

6.2 Process by which the state, regions, and localities will develop, manage, maintain, upgrade, and communicate standard operating procedures (SOPs)

The IMPD, as it evolves, will develop SOPs through to be determined SOP subcommittee of a proposed IM Operations Committee. The subcommittee will work with the IM Technical Committee to review SOPs, which will then be submitted to the IM Project Directors for approval. The subcommittee will ensure the individual SOPs are NIMS compliant.

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The proposed SOP subcommittee working with local consortium Project Directors and public safety service representatives will ensure that no new region's SOP will not cause problems with the new system's higher level of interoperability.

6.3 Agencies included in the development of the SOPs, and expected to comply with the SOPs.

Section 4.2 of this document contains a list of all anticipated users of the new system. Please refer to that section for a list of involved agencies. SOPs will be developed by those users, reviewed and approved by the SOP subcommittee, and will be compliant with all NIMS requirements.

⁴ The full State of Montana Mutual Aid And Common Frequencies Manual can be found on the Montana Public Safety Services Bureau's website at <http://pssb.mt.gov/>.



The SOP subcommittee will define a dispute resolution process to handle any disputes that might arise between the subcommittee and those submitting SOPs for approval.

- All 56 Montana Counties and seven Indian Nations, including the following agencies within those counties and nations (as appropriate):
 - Community Health
 - County Extension
 - Disaster and Emergency Services
 - Emergency Management Services
 - Fire Service Departments, including volunteer
 - Haz Mat Services
 - Law Enforcement
 - Public Health
 - Public Safety Commission
 - Public Works
 - Public School Districts
- State of Montana agencies, including, but not necessarily limited to:
 - Department of Administration
 - Department of Corrections
 - Department of Justice
 - Department of Livestock
 - Department of Military Affairs
 - Department of Natural Resources & Conservation
 - Department of Public Health & Human Services
 - Department of Transportation
 - Fish, Wildlife & Parks
 - Montana Army National Guard
- Federal agencies, including, but not necessarily limited to:
 - The Army Corps of Engineers
 - The Bureau of Land Management (BLM)
 - The Federal Bureau of Investigation (FBI)
 - The National Oceanic & Atmospheric Administration (NOAA)
 - The National Park Service
 - The U. S. Air Force
 - The U.S. Forest Service

6.4 SOPs are NIMS-compliant in terms of the Incident Command System (ICS) and preparedness.

The SOP subcommittee will define and identify required elements for all SOPs to ensure they are NIMS-compliant. The Montana Mutual Aid Manual conforms to Incident Command System (ICS).

